## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

| Office of the United States Attorney for the District of Columbia Judicial Center Building 555 4th Street, NW Washington, DC 20530  A lawsuit has been filed against you.  Within 30 days after service of this summons on you (not counting the day you received it) you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name a address are:  Matthew E. Kelley (D.C. Bar No. 1018126) kelleym@ballardspahr.com BALLARD SPAHR LLP 1909 K Street, NW Washington, DC 20006-1157 Telephone: (202) 661-2200 Facsimile: (202) 661-2299  If you fail to respond, judgment by default may be entered against you for the relief demanded in the  |   |
|---|---|
| SUMMONS IN A CIVIL ACTION  To: (Defendant's name and address) Civil Process Clerk Office of the United States Attorney for the District of Columbia Judicial Center Building 555 4th Street, NW Washington, DC 20530  A lawsuit has been filed against you.  Within 30 days after service of this summons on you (not counting the day you received it) you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff's attorney, whose name a address are:  Matthew E. Kelley (D.C. Bar No. 1018126) kelleym@ballardspahr.com BALLARD SPAHR LLP 1909 K Street, NW Washington, DC 20006-1157 Telephone: (202) 661-2200 Facsimile: (202) 661-2299  If you fail to respond, judgment by default may be entered against you for the relief demanded in the                       |   |
| SUMMONS IN A CIVIL ACTION  To: (Defendant's name and address) Civil Process Clerk   |   |
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| To: (Defendant's name and address)  Civil Process Clerk  Office of the United States Attorney for the District of Columbia  Judicial Center Building  555 4th Street, NW  Washington, DC 20530  A lawsuit has been filed against you.  Within 30 days after service of this summons on you (not counting the day you received it) you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name a address are:  Matthew E. Kelley (D.C. Bar No. 1018126)  kelleym@ballardspahr.com  BALLARD SPAHR LLP  1909 K Street, NW  Washington, DC 20006-1157  Telephone: (202) 661-2200  Facsimile: (202) 661-2299   |   |
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| serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name a address are:  Matthew E. Kelley (D.C. Bar No. 1018126)  kelleym@ballardspahr.com  BALLARD SPAHR LLP  1909 K Street, NW  Washington, DC 20006-1157  Telephone: (202) 661-2200  Facsimile: (202) 661-2299  If you fail to respond, judgment by default may be entered against you for the relief demanded in the   |   |
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|   | ; |
| ANGELA D. CAESAR, CLERK OF COURT  |   |
| Date:   |   |

FOIA Summons (1/13) (Page 2)

Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

| was re  | This summons for (nan ceived by me on (date)                                       | ne of individual and title, if any) |  |      |          |  |
|---------|--|-------------------------------------|--|------|----------|--|
| W 43 10 | •  | the summons on the individual a     | t (place)                              |      |          |  |
|         |  |                                     | on (date)                              |      |          |  |
|         | ☐ I left the summons   | at the individual's residence or u  | sual place of abode with (name)        |      |          |  |
|         | , a person of suitable age and discretion who resides there,                       |                                     |  |      |          |  |
|         | on (date)  | , and mailed a copy to t            | he individual's last known address; or |      |          |  |
|         | ☐ I served the summo   | ons on (name of individual)         |  |      | , who is |  |
|         | designated by law to accept service of process on behalf of (name of organization) |                                     |  |      |          |  |
|         |  |                                     | on (date)                              | ; or |          |  |
|         | ☐ I returned the sumn  | nons unexecuted because             |  |      | ; or     |  |
|         | ☐ Other ( <i>specify</i> ):  |                                     |  |      |          |  |
|         | My fees are \$   | for travel and \$                   | for services, for a total of \$        | 0.   | 00 .     |  |
|         | I declare under penalty of perjury that this information is true.                  |                                     |  |      |          |  |
| Date:   |  |                                     |  |      |          |  |
| Date.   |  |                                     | Server's signature                     |      |          |  |
|         |  |                                     | Printed name and title                 |      |          |  |
|         |  |                                     | Server's address                       |      |          |  |

Additional information regarding attempted service, etc: